CLAIRE C. CARCICH

9/28/94

Denise Keane
Sharleen Johns
Jacquie Gilbert
Angela Calapai
Ginny Murphy
Kathy Mulligan

Attached is the Legal Department's retention schedule for your reference. Please note that the only documents which may be sent to Carlstadt are Contracts and Litigation files and those documents which are subject to disposal suspension.

This year we are planning to designate one or two days during the last week of December as Document Day(s). Our objective is to review our files, determine whether we can pitch, store or keep the documents and hopefully, reduce the amount of paper we each have in our area. I'll keep you informed as we approach the end of the year.

Please feel free to call me if you have any questions.

Claire
x3722

RECEIVED
SEP 28 1994

2046611210

Source: https://www.industrydocuments.ucsf.edu/docs/msjx0000